

Children's Trauma Assessment Center, WMU Unified Clinics

www.wmich.edu/traumacenter

Office Assistant Job position

(15-20 hours per week- daytime availability necessary)

Children's Trauma Assessment Center (CTAC) at WMU seeking part-time office assistant. The CTAC Office Assistant will be responsible for helping maintain the flow and organization of the main CTAC office. He or she will primarily assist CTAC's lead office staff member. Knowledge of Microsoft Office and Adobe Acrobat.

Excellent interpersonal and telephone skills required. Detail oriented.

This job requires interaction with a wide range of people, including faculty and staff, medical personnel, students, child clients and their caregivers, and local agency staff.

Ability to maintain confidentiality is essential.

A background check of all potential Unified Clinics staff is conducted prior to hiring.

To apply, please email a resume to Denise Wheatley

(Denise.r.wheatley@wmich.edu)

Job Responsibilities:

- Answer phone calls, take and follow up on messages
- Prepare materials for assessments and organize post-assessment materials.
- Assist Training Coordinator by helping to prepare materials for trainings.
- Process new referrals/make new files/track clients' paperwork
- Make appointments
- General copying/filing
- Send out client reports and close files.

WMU is an EO/AA employer.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 10/2010